

DD/A Registry  
83-0552

25 FEB 1983

DD/A REGISTRY  
FILE: 70-4

MEMORANDUM FOR: O/DDA Staffs

FROM :  EO/DDA

SUBJECT : Reduction of Files

1. Over the past six months, the O/DDA Registry has completed a drastic revision of our filing system. The new system is such that documents can be retrieved in a more timely, efficient manner. During this effort, Registry personnel have also reduced the amount of material which was unnecessarily stored in the vault. With these two developments, the Registry is now in a much improved position to assist you both with information retrieval and file reduction.

2. In light of the above, it is requested that all O/DDA staffs reduce their file holdings as soon as possible so that we can better utilize our limited space by eliminating some of our existing safes. Because of our limited surroundings we should only retain working files in safes for which we have frequent need; all other materials can be filed in the vault, retired to the Records Center, or destroyed.

3.  will be visiting with each of you to assist you in this endeavor.

APPROVED:

Associate Deputy Director for Administration

2/25/83  
Date

EO/DDA/cm(24Feb83)

Distribution:

- 0 - DDA Subj
- 1 - Ea DA Staff
- 1 - ADDA
- 1 - DDA Chrono
- 1 - EO Chrono

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| ROUTING AND TRANSMISSIONAL SLIP                               |                      | Date                    |
|---|----------------------|-------------------------|
| TO: (Name, office symbol, room number, building, Agency/Post) |                      |                         |
| 1. <i>EO/DDA - for signature</i>                              | Initials <i>✓</i>    | Date <i>24 FEB 1983</i> |
| 2.  |                      |                         |
| 3. <i>ADDA - for approval</i>                                 | Initials <i>X</i>    | Date <i>25 FEB 1983</i> |
| 4. <i>[ ] - cys + list</i>                                    | Initials <i>BA</i>   | Date <i>25 FEB 1983</i> |
| 5. <i>Registry</i>  |                      |                         |
| Action  | File                 | Note and Return         |
| Approval  | For Clearance        | Per Conversation        |
| As Requested  | For Correction       | Prepare Reply           |
| Circulate   | For Your Information | See Me                  |
| Comment   | Investigate          | Signature               |
| Coordination  | Justify              |                         |
| REMARKS   |                      |                         |

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DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

|  |                |
|--|----------------|
| FROM: (Name, org. symbol, Agency/Post) | Room No.—Bldg. |
| <i>[ ]</i>                             | Phone No.      |

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OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
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☆ GPO : 1981 O - 341-529 (120)

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